

BRIGHTON & HOVE CITY COUNCIL
ENVIRONMENT, TRANSPORT & SUSTAINABILITY COMMITTEE

4.00pm 21 JANUARY 2020

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillor Pissaridou (Chair) Wilkinson (Deputy Chair), West (Opposition Spokesperson), Wares (Group Spokesperson), Brennan, Brown, Davis, Heley, Lloyd and Moonan

PART ONE

53 PROCEDURAL BUSINESS

53(a) Declarations of substitutes

53.1 Councillor Moonan was present as substitute for Councillor Fowler.

53(b) Declarations of interest

53.2 There were none.

53(c) Exclusion of press and public

53.3 In accordance with section 100A of the Local Government Act 1972 (“the Act”), the Committee considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the business to be transacted or the nature of proceedings, that if members of the press and public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100(I) of the Act).

53.4 **RESOLVED-** That the press and public not be excluded from the meeting.

54 MINUTES

54.1 With reference to items 47.4 and 47.8, Councillor Wares stated that he had not received briefings on either matter.

54.2 The Chair apologised for the delay as assured Councillor Wares these would be sent as soon as possible.

54.3 **RESOLVED-** That the minutes of the previous meeting be approved and signed as the correct record.

55 CHAIRS COMMUNICATIONS**55.1** The Chair provided the following communications:

“The city council declared a climate emergency in December 2018, and we have committed to becoming a carbon neutral city by 2030. We have to address the climate crisis urgently and our local actions in and around the city will make an important contribution to addressing this challenge. I am pleased to feedback following approval of a report at P&R Committee on 5 December, the Carbon Neutral programme has now been established and the committee also formally agreed the establishment of a cross-party member group to oversee this programme.

There are steps that the council, public sector partners and local businesses can take to reduce their carbon emissions. We also want to involve our residents and we will develop an engagement programme to inform and support the carbon reduction work.

As part of this, I am pleased to report we are organising a climate assembly, to bring together a randomly selected but representative group of around 50 residents to shape how we combat climate change over the next decade. The assembly will have good geographical coverage, involving residents from across our city. It will be designed and facilitated by an independent organisation, which is experienced in delivering deliberative engagement processes, and a procurement process is underway. We are planning that this first climate assembly will focus on transport which, along with energy, causes around 95% of carbon emissions in Brighton & Hove. We anticipate that the climate assembly will meet in March and April to help shape a programme of action for delivery from summer 2020. The assembly recommendations would help shape the consultation for the next local transport plan for the city.

On the 7th January I was delighted to host a visit from the Transport Minister, George Freeman MP accompanied by the Director of OLEV (the Office for Low Emission Vehicles) to congratulate us on the initial rollout of our 200 on street Electric Vehicle Charging Points funded by OLEV following our successful bid. As well as demonstrating to the Minister that Brighton & Hove is a forward thinking city in our planning and thinking, it shows we can deliver innovative transport projects quickly and with great skill. I discussed with the Minister our ambition to be a Carbon Neutral City by 2030 as well as our emerging Transport Infrastructure that is embracing technological innovation, including the transition to EV's, on-line and virtual Parking Payment Systems as well as support to public transport from multi-operator ticketing. I also shared our further thoughts on how we were open to the City being a future test bed for innovative projects and programmes that might aid the transition to greater take up of sustainable public transport, walking and cycling, a switch to electric and hydrogen fuels that will also support our Carbon Reduction aims.

I have met the Minister now on several occasions now and believe he now understands that our City means business in its Transport and Climate ambitions. I am also pleased to see the reintroduction of the Environment Bill in the Queen's speech before Christmas along with a proposal to establish an Office of Environmental Protection. We look forward to hearing the details of this over the coming months. It was also announced in the Queen's speech that a National Infrastructure Strategy will be brought forward to set out a long-term vision to improve the nation's digital, transport and energy infrastructure. It is important that Government works with local councils to deliver on its infrastructure commitments, including transport and energy infrastructure”.

56 CALL OVER

56.1 All items on the agenda were reserved for discussion.

57 PUBLIC INVOLVEMENT**(B) WRITTEN QUESTIONS****(i) Smoke Control Area**

57.1 Adrian Hill put the following question:

“I suffer with life threateningly poor respiratory health; particulates cause poor health (lung, heart, cancer, birth defects, premature death). I recorded dangerous levels of particulates on Christmas day after fires were lit in homes. DEFRA says burning fuels in homes is the biggest contributor to particulate emissions and there are no safe levels for health. I struggled to breathe while sleeping that night and my blood oxygen levels fell. Burning smokey fuels is an unnecessary luxury because there are alternatives. Burners are gaining popularity; for my health and others, can the Smoke Control Area be widened to cover the whole city”.

57.2 The Chair provided the following reply:

“I am very sorry to hear that your health has been affected over the Christmas and hope that this recent episode has now passed and that you are feeling better. The city does have five Smoke Control Areas in the central and eastern areas. These were established through the Clean Air Act legislation from 1968, prior to domestic central heating becoming common place, and the last one to be declared was in 1979. However, it is recognised that alternatives to gas-fired central heating such as wood and coal burning have become more popular in recent years, not just in the city but across the country too. I realise that your condition is affected by particulates, and the Government’s 2019 Clean Air Strategy particularly highlighted the contribution that woodburning makes to fine particulate matter. It has also published a further report about progress towards meeting World Health Organisation guidelines for particulates, placing further focus on this matter. Our 2019 Air Quality Annual Status Report has outlined the work that the council is doing to address and reduce fine particulate emissions, but we will need to review our 2013 Air Quality Management Areas and the 2015 Air Quality Action Plan very soon. Therefore, I think we should place a greater emphasis on understanding the extent and effects of emissions from woodburning in the city and I will be asking officers if we can do this as part of that work. I expect that this will provide a clearer indication about the possibility and implications of widening the area of the city’s existing Smoke Control Area coverage”.

(ii) TRO Goldstone Crescent

57.3 Gareth Hall put the following question:

“There is a TRO being proposed to extend double yellow lines along a section of Goldstone Crescent. This will only serve to move the congestion problem further down the road. Will the Chair consider removing the parking restrictions adjacent to the park enabling city park workers to park there (spaces are empty during the day around the park) or alternatively extend the double yellow lines all along the far end of Goldstone Crescent reducing congestion and protecting the grass verges which are getting badly damaged by cars driving on them?”.

57.4 The Chair provided the following reply:

“Thank you for your representation and we do understand the parking concerns of residents.

The reason for the proposed double yellow lines in this section of Goldstone Crescent is that they were requested by the bus company. Site meetings were held, and this area was highlighted by the bus company as being problematic to run a service due to the obstructive parking.

I realise that some residents feel that the lines aren’t long enough, but if we were to introduce excessive double yellow lines, we would just simply push the problem elsewhere and into the smaller roads causing further complaints from other residents. Currently we are not considering removing the three-hour limited free parking adjacent to Hove Park as this was implemented to prevent all day parking limiting opportunities for park users.

However, we will be undertaking a review of Zone P as part of the parking scheme priority timetable. This can consider how the scheme is working for residents in the scheme and if any improvements can be made to deal with some of the displaced vehicles in the wider area”.

57.5 Gareth Hall asked the following supplementary question:

“I understand that for a number of years now, there has been a trial of stopping people parking on grass verges in certain places in Brighton. I’ve been told by my ward councillor that you won’t add anymore areas onto that trial however, as there’s clearly going to be a problem on Goldstone Crescent with parking issues that have come in due to permits, will you consider adding Goldstone Crescent to that trial?”

57.6 On behalf of the Chair, the Assistant Director, City Transport provided the following reply:

“We’ve taken forward a verge parking trial in a number of locations, but they come forward on a case by case basis. We can pick up your request and that could be an area we can look at. In addition, the government’s pavement parking review is at the third bill of reading in Parliament and that will hopefully give local authority’s more powers in this area”.

(iii) Local Cycling & Walking Infrastructure Plan

57.7 Alexander Sallons put the following question:

“I understand that the LCWIP Task and Finish group has met multiple times, although I could find no mention of that on the council website or in the public domain, in the

accepted amendment by the Green Group to the scoping report the Task and Finish Group was said to offer key stakeholders earlier and stronger engagement. Can the Council provide a timetable for when those stakeholders, and the public, will be engaged with?"

57.8 The Chair provided the following reply:

"Thank you for your question.

I would like to reassure you that the Member Task & Finish Group for the Local Cycling and Walking Infrastructure Plan has only met once formally so far – and this was just before Christmas. This was because we have had to make sure that all the preparatory discussions and administrative work in setting these new councillor groups up was completed first. The next planned meeting of the group will be in June, but I am also expecting a report about the plan to be brought to the next meeting of this committee, so that we can all hear and discuss the progress being made and what else is planned. As the group is now up and running, we will be commencing engagement with stakeholders in spring this year, to assist with the initial development of the Plan. This will include a number of local area workshops across the city and will be supplemented by a city-wide stakeholder event and wider public consultation. We are still finalising the details for this engagement stage as it involves a lot of planning, but we will announce these as soon as possible. The outcome of the initial round of stakeholder engagement will feed into a background report, ahead of commencing the walking and cycling network planning stage".

(C) DEPUTATIONS

(i) Barriers to cycling

57.9 The Committee considered a deputation that detailed a number of cycling access issues caused by the recent introduction or widening of barriers in the city and requested a more strategic response to the issue.

57.10 The Chair provided the following response:

"I am sorry you feel the Council has deliberately created a barrier for cycling at Ship Street and other locations.

Let me first say that officers have been in active discussions with you on this matter and I myself have taken a very keen interest and have called for a further meeting with officers to find a way forward.

Unfortunately, the Council has been compelled to take this action due to the failure of the original solution and reliance on lockable removeable bollards, in that they have literally been removed by others. This theft or damage has occurred so frequently that the Council has endured a bill of tens of thousands of pounds and has therefore as a last resort, faced with a further bill to replace this unsustainable measure, installed gates at Ship Street.

The smallest gate that we could install still requires posts at each end to prevent vehicular access and therefore there is a reduced width for the footway and southbound cycle lane. As this Cycle lane is intended to be southbound only it is still practical and safe to pass but we do appreciate with pedestrians in Ship Street at busy times,

particularly evenings and weekends, there may be times when people also wishing to use this for a northbound manoeuvre will lead to conflict.

Whilst I will be seeking to confirm myself that this measure is the most practical and safest option through the meeting that I have arranged, I would also like to say that we are commencing through the LCWIP (Local Walking Cycling Infrastructure Plan) where we will be reviewing our cycle network, planning and cycling infrastructure.

Within this process we will be engaging the views of the local cycling community, including yourselves as we would like to hear what works for you and what we can improve, including looking at shortfalls in existing cycling infrastructure.

I can assure you that I will be reviewing these recent gate installations and if there is a better more cost-effective solution that works for everyone I will be asking officers to take it forward. In the meantime, officers will be reporting on the Local Walking and Cycling Infrastructure Plan process for a future meeting of this Committee and I have asked that they consider how best to consult with our community as part of that process and I would like to thank your deputation for bringing this matter to the Committee's attention".

57.11 Councillor West stated that there was huge disquiet about the issue and in his view, many of the problems could have been resolved by a cycle forum. Councillor West moved a motion to request an officer report on the request made in the deputation.

57.12 Councillor Lloyd formally seconded the motion.

57.13 The Chair put the motion to the vote that passed.

57.14 **RESOLVED-** That the committee request an officer report on the requests made in the deputation.

(ii) Parking Schemes

57.15 The Committee considered a deputation that set out various objections and concerns relating to the consultation process for the introduction of controlled parking zones.

57.16 The Chair provided the following response:

"Thank you for your deputation and I'm sorry to hear of your concerns about the service you have received from the Council.

The parking scheme consultation process is one of the most rigorous and extensive within the Council and can take up to 18 months to ensure it meets the needs of residents and that any concerns outlined during the various stages of consultation are considered.

The parking scheme priority timetable up to 2022/23 was agreed at this Committee last November and was based on areas which had strong support from residents and Ward Councillors.

During the consultation process there are three opportunities for residents to comment on the proposals. The first two opportunities are at the initial then detailed design phases while the final stage is the Traffic Regulation Order stage. All three stages of the consultation are made public and discussed at this Committee for agreement to go forward to the next stage.

The legal Traffic Regulation Order for any parking scheme allows for enforcement and gives any member of the public the chance to make a comment. Any proposals for changes to further parking restrictions outside of parking schemes also go through a Traffic Regulation order which includes advertising the proposals in the press and on the Council website as well as the ability to view the proposals in the Customer Service Centres in Brighton & Hove as well as notices on street furniture in the nearby location. The parking schemes are all consulted, designed and implemented by a small experienced in-house Parking Infrastructure Team who deal with all parking timetable work alongside planned and reactive lining and signing maintenance.

I can assure you that the team visit residents and deal with phone calls whenever they can. The team have identified that they have visited at least one of the residents listed in the deputation in Hazeldene Meads which is a particular issue at the moment due to displaced parking following the implementation of the Hove Park scheme.

The team have recently advertised double yellow lines within this location and it's important to note that budget cuts are not the main reason for us to carry out obvious works as there may be road safety issues that are prioritised.

Comment within the deputation suggests that implementing the Hove Park scheme was a mistake and this should be rectified. This scheme was agreed at this Committee and was requested by a significant amount of residents in the area with support from Ward Councillors.

The Council have had very few complaints about the parking scheme itself, however, as part of the priority timetable a review of Zone P will be undertaken later in the year. This can consider how the scheme is working for residents in the scheme and if any improvements can be made to deal with some of the displaced vehicles in the wider area".

57.17 **RESOLVED-** That the Committee note the deputation.

58 ITEMS REFERRED FROM COUNCIL

(A) PETITIONS

(i) Dropped Kerbs

58.1 The Committee considered a petition referred from the meeting of Full Council held on 19 December 2019 and signed by 112 people requesting a survey of safe provision of dropped kerbs.

58.2 The Chair provided the following response:

"The City Council already has a programme for providing new or improved dropped kerb facilities across the city each year. These kerbs are provided either in response to individual householder requests or are provided for selected route improvements, for example the whole of Elm Grove in Brighton now has a dropped kerb route on both sides, works which were completed last year. Many requests are received each year from the public for new dropped kerbs and unfortunately due to budgetary constraints it is not always possible to deliver all of the dropped kerbs requested each year. However, any requests not dealt with remain on the request list until funding becomes available.

The City Council has also started to map all of the existing dropped kerb locations within the city, as over the years it has expanded in a very ad hoc manner. As can be appreciated though this is a very time-consuming process and resources are limited, but once completed it will allow a more holistic approach to the provision of dropped crossing facilities in the future, particularly with a focus on completing accessible routes along the main transport corridors throughout the city.

With specific regard to Sackville Road this is one of the routes that has already been identified as needing both new and improved dropped kerb facilities, particularly the section between Blatchington Road and the Old Shoreham Road. With this in mind it is hoped, subject to funding, to carry out these works in the 2020 / 2021 financial year”.

58.3 **RESOLVED-** That the Committee note the petition.

(ii) Replacement Bus Shelter at the Avenue

58.4 The Committee considered a petition referred from the meeting of Full Council held on 19 December 2019 and signed by 380 people requesting a replacement bus shelter at the Avenue, Moulsecoomb.

58.5 The Chair provided the following response:

“The Public Transport team would like to apologise for the delay in replacing this shelter. The shelter was involved in a Road Traffic Accident and was dismantled in August 2019. The time frame between orders and installation is normally about three months, but due to supply issues in the industry the stock was temporarily unavailable resulting in an increased delivery time. We have now had assurance from our contractor that installation will now take place in May. We are in communication with our supplier to see if delivery can be hurried up”.

58.6 **RESOLVED-** That the Committee note the petition.

59 MEMBER INVOLVEMENT

(B) WRITTEN QUESTIONS

(i) Woodburning Stoves

59.1 Councillor Heley put the following question:

“This winter, many residents have been in touch with me about woodburning stoves. Woodburners and open fires cause smoke and contribute to our extremely dangerous levels of air pollution in our city. Is the council doing anything to deal with this? What more could the council do?”

59.2 The Chair provided the following reply:

“Thank you for your question Councillor Heley. I can understand why your residents have some concerns about them and their effects on air quality and therefore people’s health.

I referred to the Clean Air Act in my response about woodburning to Adrian Hills's question earlier this afternoon. More recent legislation agreed in the 1990s sets out the statutory duties of councils to assess and improve local air quality, including the declaration of Air Quality Management Areas where legally binding pollution standards are not met. It also covers the assessment of statutory nuisance, and complaints relating to domestic solid fuel burning and smoke are received and considered by the council's Environmental Health Officers under that legislation.

The council's current Air Quality Action Plan was produced in 2015 and includes a section on domestic solid fuel burning. The council's website also has a lot of information about this in the pollution and air quality section, on a page entitled 'Using solid fuels safely and legally'. There have been a number of funded projects with the relevant Government's Department for Environment, Food and Rural Affairs (which is known as DEFRA), which have helped raise awareness of the issues. I also said to Adrian Hills that I would ask officers to look more closely at woodburning as part of our future review of our Air Quality Management Areas.

DEFRA is also reviewing the Clean Air Act and consulting with Local Authorities on how to make it more useful. We very much hope that this work will be progressed by the Government after the election and that the outcomes will be a good basis on which to further consider what, and how much more, the council can do".

(C) LETTERS

(i) Stoneham Area Tree Planting

59.3 The Committee considered a Letter from Councillor Nemeth and Councillor Peltzer Dunn requesting the support of the committee to combined four tree planting projects into a single project with a designated lead officer and timetable.

59.4 The Chair provided the following response:

"The available staff in arboriculture are working on the tree planting agreed by ET&S Committee, public donations, the remedial inspection and pruning work reported to this committee. There is currently no capacity to survey or arrange additional planting. The donated trees in Stoneham Recreation ground that have died are not scheduled to be replanted this year. However, as parks planting is a relatively straight forward process I have asked for these to be added to this year's tree order and subject to availability from the supplier, these will be planted this year.

An additional post has been created in the arboricultural section to help deal with the upsurge of interest in tree planting and the increased inspection regime introduced for our tree stock. We are currently having service delivery problems which we anticipate will ease prior to next year's planting season".

59.5 Councillor Wares expressed his hope that support could be given to the request as residents and ward councillors had spent a great deal of time on the projects. A solution was offered, and support would be timely given the current focus and commitments relating to climate change.

59.6 The Chair stated that she would speak with the City Parks team and see what help could be offered.

59.7 **RESOVLED-** That the Committee note the Letter.

(D) NOTICES OF MOTION

(i) Car-free city centre by 2023

59.8 The Chair noted that a revision to the Notice of Motion had been circulated and in line with council procedure rules, the revision would need to be accepted by a majority of the committee members. The committee agreed to this proposal.

59.9 Councillor Heley moved the following joint Green Group and Labour Group Notice of Motion:

“In January 2020 York City Council pledged to become the UK’s first car free city centre within three years, and in 2019 we saw Bristol pledge to become our country’s first city to ban diesel cars from entering parts of the city centre. Edinburgh already hosts regular car-free days and has further plans to shift away from private car use. Brighton and Hove City Council must take action on a similar scale.

The climate emergency, the environmental and public health crisis caused by air pollution, and dangerous roads in the city can and must be tackled by drastically reducing private car use in the city centre.

Therefore, this committee:

- 1) Requests that a report is brought to the Environment, Transport and Sustainability Committee that explores the feasibility and costs of developing a car-free city centre by 2023 in Brighton and Hove, for the October 2020 committee meeting.
- 2) Requests that this report will detail costs and practicalities, rules for exemptions (for those with accessibility needs and some trades vehicles for example) and how the council’s plans to introduce an Ultra-Low Emission Zone for private vehicles in the city centre can act as a transition to a car free city centre
- 3) Notes that this notice of motion should be considered during the council’s Climate Assembly, as part of our resident-led conversation as a city about how we reach the target of becoming net-zero by 2030”

59.10 Introducing the Notice of Motion, Councillor Heley stated that requesting a feasibility report was a sensible step in understanding what could be done to ensure the city met its ambition to be carbon neutral by 2030. Councillor Heley stressed that people with disabilities should be at the forefront when considering such a proposal as was highlighted in the Motion. Other key exemptions to consider were taxis, trade vehicles and emergency vehicles. Councillor Heley referred to other potential benefits such as improved air quality and a reduction in road traffic casualties.

59.11 Councillor Wilkinson formally seconded the Notice of Motion. Councillor Wilkinson stated that the council was compelled to consider all the ways in which could become carbon neutral and combat climate change to preserve the environment for future generations. Councillor Wilkinson stated that the council had to introduce a transport system that was

carbon neutral in a short number of years. Councillor Wilkinson also highlighted the number of deaths caused not only by road traffic casualties but also by air pollution.

59.12 Councillor Wares stated his support for the Notice of Motion. Councillor Wares stated that everything should be explored in detail and a wide consultation with all residents and welcomed the proposal for an economic impact assessment. Councillor Wares noted that the cities specifically mentioned in the NoM were all very different to Brighton & Hove which had unique challenges, and all had established a Park & Ride providing choice to residents not to use a vehicle in the city centre. Councillor Wares stated that it was important to consider and review all forms of transport and highlighted that two of the cities most polluted roads in North Street and Western Road were almost exclusively used by buses. Councillor Wares explained that there were other factors to consider such as knock on effect on parking income that provided for concessionary bus passes and subsidised bus routes.

59.13 Councillor Davis welcomed the Notice of Motion that was an important step in discussing how best to safeguard the city in terms of both health and climate.

59.14 Councillor West welcomed the comments made by Councillor Wares adding that there would be more such challenges arising as the feasibility exercise progressed. Councillor West stated that the city was overly car dependent and the issue would be a challenge.

59.15 Councillor Moonan thanked Councillor Heley and Councillor Wilkinson for proposing and seconding the motion and that consensus would be an important part of moving toward carbon neutrality. Councillor Moonan stated that engagement through the Climate Assembly and wide-ranging debate with residents was vital.

59.16 The Chair provided the following response:

“I am very interested in developments, relating to harmful emissions, that are arising across the UK as well as cities across Europe and farther afield. As you know we as a Council formally declared a Climate Emergency and have set out an ambitious Carbon Reduction Programme and will be establishing a Climate Assembly to consider these matters and will be informing our future thinking.

I believe it worthwhile that the committee be informed of the feasibility, costs associated and other potential implications of introducing a car-free city centre by 2023.

In my view, it would help us build a knowledge base, alongside those actions we are already taking, on the type of measures we could undertake to prioritise the measures that this City will need to deliver on air quality and become Carbon Neutral by 2030.

It's important that we consider this alongside the discussions that will be taking place through the Climate Assembly and through consultation with residents and stakeholders on the new Local Transport Plan, so I am pleased to see this emphasised in the revised motion”.

59.17 **RESOLVED-** That the Committee agree the Notice of Motion as follows:

- 1) Requests that a report is brought to the Environment, Transport and Sustainability Committee that explores the feasibility and costs of developing a car-free city centre by 2023 in Brighton and Hove, for the October 2020 committee meeting.

- 2) Requests that this report will detail costs and practicalities, rules for exemptions (for those with accessibility needs and some trades vehicles for example) and how the council's plans to introduce an Ultra-Low Emission Zone for private vehicles in the city centre can act as a transition to a car free city centre
- 3) Notes that this notice of motion should be considered during the council's Climate Assembly, as part of our resident-led conversation as a city about how we reach the target of becoming net-zero by 2030

(ii) Hydrogen Hub for Brighton & Hove

59.18 On behalf of the Green Group, Councillor Lloyd moved the following Notice of Motion:

"This council has declared climate emergency, and it is time we explored the potential of developing or own municipal Green energy company with a specific emphasis on the production and delivery of Hydrogen Fuel from a dedicated Hydrogen Hub in the city. We have seen other authorities such as Hackney Council successfully launch public owned Green Energy companies and we have perfect resources in this city to do the same.

Hydrogen has huge potential as a clean fuel of the future that can power our fuel cell buses and eventually replace 20% of the natural gas that we use in our domestic boilers and cookers. Hydrogen is therefore seen as an essential part of any future zero carbon energy mix and we are in an excellent position in Brighton and Hove to produce it cheaply and cleanly.

Therefore, this committee:

- (1) Recognises the potential of hydrogen as a source of clean energy
- (2) Requests that a feasibility report is brought to the Environment, Transport and Sustainability committee outlining the potential of establishing a hydrogen hub in Brighton and Hove, including practicalities, costings and potential locations.

59.19 Councillor West formally seconded the Notice of Motion and referenced work already in place by other local authorities on the subject matter and the positive impact it had realised.

59.20 Councillor Wares thanked Councillor Lloyd for the proposal and his research on the matter. Councillor Wares asked if the use of hydrogen would be cheaper for end users and whether the feasibility assessment could include options for use in council homes and to power its vehicle fleet.

59.21 Councillor Lloyd explained that the price of hydrogen was dictated by the cost of electricity used to create it.

59.22 Councillor Moonan noted that she had previously raised the issue of the number of requests for reports made at every meeting and the impact that may have creating an unsustainable workload for officers. Councillor Moonan stated that a detailed work programme could not be maintained when new requests were approved on a case by case basis.

59.23 Councillor West stated that whilst he appreciated that resources were stretched and there was a lot for officers to do, in his view, the Administration would be obliged to find the necessary resource through the upcoming Budget setting process.

59.24 Councillor Wares stated that Members were obliged to react to issues that were raised with them and some of the matters raised were historical where no adequate action had been undertaken or proposed and were not new issues.

59.25 The Chair provided the following response:

“The council recognises that hydrogen has great potential to be a clean replacement for intensive energy uses like heavy freight, buses, aviation, shipping and heating. Hydrogen can be a strong complement to electrification on the journey towards a zero-carbon energy system.

Developing a low-carbon hydrogen economy over the next decade could help Brighton & Hove City Council to meet its 2030 carbon neutral pledge, as well as addressing poor air quality in the city. I have personally met with a number of businesses who would like to explore opportunities to develop hydrogen infrastructure in the city.

Brighton & Hove City Council is leading on the Greater Brighton Energy Plan, which will set the scene for a low carbon energy system that benefits our communities and environment. Officers and I are engaging with key players on future hydrogen development including the gas utilities, transport providers and business partners.

Establishing a manufacturing hub that will be part of a future development of our energy system is being looked at as part of the process of developing and implementing the Energy Plan across Greater Brighton. I expect that Plan to include suggestions that will generate ideas that in turn will inform other, more detailed, feasibility studies that will come forward to this committee.

Through the Energy Plan, and as part of our work to carbon neutral by 2030, we will continue to work with neighbouring local authorities, businesses, academics and other stakeholders including Greater Brighton, Coast2Capital, and Greater South East Energy Hub on many innovations in the energy system, including hydrogen.

We will look to move towards a more developed infrastructure to support the production, use and sale of hydrogen. For example, there may be opportunities to trial the installation of hydrogen-ready hybrid boilers. We will also ensure that the hydrogen economy is embedded in the Coast2Capital Local Industrial Strategy, to meet the energy and transport needs of our community”.

59.26 **RESOLVED-** That the Committee agree the Notice of Motion as follows:

This Committee:

- (1) Recognises the potential of hydrogen as a source of clean energy
- (2) Requests that a feasibility report is brought to the Environment, Transport and Sustainability committee outlining the potential of establishing a hydrogen hub in Brighton and Hove, including practicalities, costings and potential locations.

The meeting was adjourned at 5.40pm and reconvened at 5.50pm

60 FEES AND CHARGES 2020/21

- 60.1 The Committee considered a joint report of the Executive Director, Economy, Environment & Culture, the Interim Executive Director, Neighbourhoods, Communities & Housing and the Executive Lead Officer, Strategy, Governance & Law that set out the proposed 2018/19 fees and charges for the service areas covered by the Environment, Transport and Sustainability Committee in accordance with corporate regulations and policy.
- 60.2 Councillor West expressed his disappointment that there was very little in the structure of the fees and charges that focussed on the commitment to carbon neutrality. Councillor West stated his disappointment that there was very little or no overall increase in the parking charges and he believed this should be looked at again. Councillor West noted that there was an unacceptable surcharge in the cost of buying permits on a monthly basis against buying annual permits. Councillor West stated that this was unacceptable as it penalised residents and businesses that couldn't afford an annual permit due to cash flow issues or those that did not want to buy an annual permit. Councillor West believed this should be corrected through the budget process. With regard to parking charges for parks, Councillor West explained that whilst setting a cheaper tariff compared to the other charges in the CPZ had been a noble intention, the reality was that park car parks had been overloaded precisely because the charges were cheaper than compared to the surrounding area. Councillor West stated the parking charges for parks should be increased subject to recommendation 2.3. Furthermore, Councillor West expressed his disappointment that there was no differentiation in fees and charges for vehicle types and level of emissions, as was used for car tax as it did not encourage people to purchase lower emissions vehicles. Councillor West stated that he believed the committee should defer the decision to Policy & Resources Committee.
- 60.3 Councillor Wares queried the justification for the increase proposed for garden waste collection when the service wasn't delivering as expected. In relation to recommendation 2.3, Councillor Wares observed that a recent meeting of the Stanmer Park Working Group had brought up a number of issues that may be difficult to resolve so agreement may take some time.
- 60.4 In relation to Stanmer Park, the Executive Director, Economy, Environment & Culture replied that he had been given feedback from the meeting however, it was still intended and achievable to meet the deadlines as set out. In relation to garden waste collections, the Executive Director, Economy, Environment & Culture added that there had been a lot of good work made in improving the service area and fees and charges had not been increased in the previous financial year in order to stabilise the service. It was felt that as the service waiting list was about to re-open and the service had been stabilised and improved, it was now appropriate to increase the charge to ensure costs were recovered. The Executive Director, Economy, Environment & Culture noted that if agreed, this would be the first price increase since the service had been introduced.
- 60.5 Councillor Wares stated that he believed the price increases would predominately impact upon those on low income and he was surprised Councillor West was advocating an increase in fees and charges. Councillor Wares expressed his dismay that traders permits would increase by £100 per annum, an act that would further hit businesses in

the city. Furthermore, Councillor Wares believed it was an outrage that Doctors permits would rise by 100%, when they were undertaking such an important duty. Councillor Wares observed that whilst he agreed with some aspects of the proposals were good, many of the fees and charges would undoubtedly affect those on low income the most and he would therefore, be voting against the recommendations.

- 60.6 Councillor Brown echoed Councillor Wares objections to the rise in Doctor's permits. In relation to paragraph 3.10, Councillor Brown did not believe a price increase at the King Alfred Centre was rationale as it would deter people from physical activity and exercise.
- 60.7 In response to queries from Councillor Heley and Councillor West, it was explained that as no amendments to the report had been received by 10am, procedurally, the committee had three choices available. To vote against the report, which would mean the report would be referred to the Policy & Resources Committee. This was because the 2020/21 budget proposals were developed on the assumption that fees and charges are agreed as recommended and any failure to agree would have an impact on the overall budget proposals, which meant the decision would need to be dealt with by Policy & Resources Committee as per the requirements of the Constitution. The second option would be to abstain and the third option to vote in favour of the report.
- 60.8 Councillor Lloyd stated that it was correct to introduce fee increases to deter unnecessary car journeys and promote sustainable transport. However, every journey a trader made was a necessary journey and he objected to any increase in this area.
- 60.9 Councillor Moonan welcomed the report, highlighting key aspects: that parking charges were lower than in neighbouring authorities, that Doctors would be able to park anywhere in the city for £1 per day and that the balance set in the parking fees and charges would help reduce congestion and work toward the overall program of carbon neutrality by 2030. Councillor Moonan noted that the some of the surplus would go directly towards the climate change programme and noted that with ten years of a reducing government grant, local authorities were left with no other option that to look closely at its fees and charges.
- 60.10 Councillor Wares noted that the council had lost millions of pounds in bad management of Coin Co International and the Shelter Hall project and it was acceptable to punish residents by asking them to pay for those mistakes by increasing fees and charges.
- 60.11 Councillor West expressed his disappointment in the report proposals as he felt a golden opportunity had been missed to dissuade people from using motor vehicles by raising fees and charges and in turn, raise funding that could be re-invested in sustainable transport infrastructure and projects.
- 60.12 In response to a further query from Councillor West, the committee received legal and procedural advice on rules for submission of amendments for this committee, Policy & Resources Committee and Budget Council.
- 60.13 Councillor West stated that he would like to propose a motion to amend the recommendations and requested the Chair's discretion to do so.

- 60.14 The Chair stated that the council had clear procedural rules on amendments and following the technical advice provided by officers at the meeting, she was not prepared to accept a late amendment.
- 60.15 Councillor Moonan expressed her frustration that a complex, technical amendment had been proposed at the last minute when the council had clear procedural rules and timescales on the matter and the report had been published on time.
- 60.16 The Chair then put the recommendations to the vote that failed.
- 60.17 The report was referred to Policy & Resources Committee for decision.

61 TEMPLE STREET PETITION

- 61.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that detailed the implications for the closure of Temple Street and proposed reversing the traffic flow to reduce the impact of rat running.
- 61.2 On behalf of the Green Group, Councillor Lloyd moved the following motion to amend recommendation 2.1 and add a recommendation 2.2 as show in bold italics below:
- 2.1 That the Committee agrees to advertise an Experimental Traffic Regulation Order to ***close the southern end of*** Temple Street to ***stop*** rat running in the street.
- 2.2 That the committee agrees to monitor the effect of the Experimental Traffic Regulation Order on Temple Street and surrounding streets and bring a report to this committee at the end of the trial period with the results of the trial and recommendations for a permanent solution.***
- 61.3 Introducing the motion, Councillor Lloyd stated that the residents of Temple Street were in support of the closure to stop rat running completely. Councillor Lloyd stated that low-cost option for closure such as street planters could be effective.
- 61.4 Councillor West formally seconded the motion explaining that the proposals were supported by both ward councillors and residents. Councillor West highlighted that the problem with reversal would be the impact upon cyclists and if there was a subsequent impact on adjoining roads, the committee should consider the wishes of those residents too.
- 61.5 Councillor Wares stated that the committee relied upon ward councillors views on such matters and on the basis of their support, his Group would be supporting the motion.
- 61.6 The Chair put the motion to the vote that passed.
- 61.7 The Chair put the recommendations, as amended to the vote that were agreed.
- 61.8 **RESOLVED-**
- 1) That the Committee agrees to advertise an Experimental Traffic Regulation Order to close the southern end of Temple Street to stop rat running in the street.

- 2) That the committee agrees to monitor the effect of the Experimental Traffic Regulation Order on Temple Street and surrounding streets and bring a report to this committee at the end of the trial period with the results of the trial and recommendations for a permanent solution.

62 CAR FREE DAY AND ACCESS GRANT FUNDED PROJECTS

- 62.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that set out options for a Car Free Day to be held on 22 September 2020 and other options including school and non-school road closures.
- 62.2 Councillor West asked if Boundary Road was proposed as the preferred option as per recommendation 2.3 as recommendation 2.2 referred to additional consultation.
- 62.3 The Access Fund Manager confirmed that Boundary Road was the preferred option and clarified that recommendation 2.2 was reference to further work required on other sites for a non-school closure.
- 62.4 Councillor West stated that his preference was for a more central location for a Car Free Day and the city centre was ideal as both a visitor destination and a prominent location. Councillor West stated his preference for a Car Free Day event on the stretch of the A259 between Middle Street and Pool Valley as this would ensure the event was as visible and high profile as possible but also maintain access to Churchill Square and to coaches in Pool Valley.
- 62.5 As clarification, the Access Fund Manager explained that Boundary Road had been chosen due to its high levels of traffic, high rates of car ownership and as a location where planning for such an event would be more feasible in the timeframe compared with a major city centre location.
- 62.6 Councillor Wares noted that the closure of St James's Street was forecast to cost £55,800 and asked if this was the same cost as for the Pride Party. Councillor Wares asked if there were other instances in the calendar year where the section of the A259 referred to was closed to traffic.
- 62.7 The Access Fund Manger explained to the cost to the council for a Car Free Day road closure on St James's Street and the cost to the Pride Trust were not comparable as the costs incurred for each party would be for very different things. The Access Fund Manager confirmed that the section of the A259 discussed was closed during the Brighton Marathon.
- 62.8 Councillor Wares stated that whilst closing a section of the A259 would be a big task, there was some experience in the procedures for doing so linked to other events. Councillor Wares explained that he did understand the educational and awareness benefits of a closure on Boundary Road. Councillor Wares stated that he found it curious that there was no commitment for funding for certain elements of the report proposals when the Administration controlled the council budget and could make such a commitment.

- 62.9 Councillor Heley welcomed the report stating that although there was a good case for Boundary Road to host a Car Free Day, a city centre location would be beneficial in terms of attendance, scale and profile.
- 62.10 Councillor Davis asked when the first School Streets events were scheduled to take place.
- 62.11 The Access Fund Manager replied that there would be a Taster Day to coincide with Car Free Day and following appropriate timescales, the first timed School Streets road closure would be in February 2021.
- 62.12 Councillor Moonan asked how schools could apply to be part of the School Streets taster day as she was aware of two schools in Central Hove ward that experienced multiple problems relating to traffic.
- 62.13 The Access Fund Manager explained that the locations were subject to the funding available through the Access Fund and there was a case that the school chosen should be within the area that Fund was designated.
- 62.14 Councillor Wilkinson welcomed the report that would benefit the environment and air quality however, he believed there was much more to do to make meaningful change than a one-day event.
- 62.15 The Executive Director, Economy, Environment & Culture noted that as identified in the report's financial implications, the funding for a non-school Car Free Day was subject to the budget process and Budget Council in February 2020 and the funding for the location proposed or an alternative location, would be dependent on the outcome of that process.

The meeting was adjourned at 7.30pm and reconvened at 7.40pm

- 62.16 Councillor West proposed a joint motion to amend recommendations 2.2 and 2.3 as shown in bold italics and strikethrough below:
- 2.2 To note the feasibility assessment (Appendix 2) and indicative costs (Appendix 3) associated with various options for potential non-school Car Free Day road closures and to request that officers undertake further consultation with Ward members and other key stakeholders on the option(s) (named in Appendix 2 & 3) preferred by members subject to an additional budget of up to ~~£65,000~~ being identified;
- 2.3 Request that officers liaise with Ward councillors , residents and other stakeholders regarding a ~~potential non-school road closure in Boundary Road that could~~ **on the A259 from Middle St to Pool Valley and The Lanes: (Boyce's St; Middle St; Duke St; Ship Street; Prince Albert St; Bartholomews; East Street)** to occur in 2020 for Car Free Day as part of Year 4 of the Access Projects;
- 62.17 Councillor Wares formally seconded the joint motion.
- 62.18 The Chair put the motion to the vote that passed.

62.19 The Chair then put the recommendations, as amended, to the vote that were agreed.

62.20 **RESOLVED-** That the committee:

- 1) Progress the development of possible school road closures and events for European Mobility Week and Car Free Day 2020 in association with the extension (Year 4) of the council's Access Fund Project in 2020/21 and a School Streets taster day, subject to confirmation from the Government of the funding for that project, and subject to agreement of the proposed school selection criteria (Appendix 1);
- 2) Note the feasibility assessment (Appendix 2) and indicative costs (Appendix 3) associated with various options for potential non-school Car Free Day road closures and to request that officers undertake further consultation with Ward members and other key stakeholders on the option(s) (named in Appendix 2 & 3) preferred by members subject to an additional budget being identified;
- 3) Request that officers liaise with Ward councillors, residents and other stakeholders regarding a non-school road closure on the A259 from Middle St to Pool Valley and The Lanes: (Boyce's St; Middle St; Duke St; Ship Street; Prince Albert St; Bartholomews; East Street) to occur in 2020 for Car Free Day as part of Year 4 of the Access Projects;
- 4) Welcome requests for community events or activities in local streets that will contribute to the council's participation in European Mobility Week and Car Free Day 2020.

63 PARKING PERMIT REVIEW

63.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that advised the committee on the progress of the parking permit review and sought approval for changes to the operation of various parking permits throughout the city.

63.2 Councillor Wares questioned the value of a consultation process where only council officers were involved and expressed his view that it should have been wider. Councillor Wares stated his objection to the proposal to double the cost of Doctor's permits as they performed a life changing and lifesaving service in the city. Councillor Wares stated that the report recommendations were closely linked to the Fees & Charges report and therefore, he could not support the proposals.

63.3 **RESOLVED-**

- 1) That the Committee agrees the "No change" proposals outlined in Appendix A.
- 2) That the Committee notes the links to the 2020/21 fees and charges proposals in Appendix B which are being presented for approval in a separate report at this same meeting.
- 3) That the Committee notes the working proposals in Appendix B to be presented fully at the Environment, Transport & Sustainability Committee in Jan 2021. This will link to any fees and charges proposals for 2021/22.

64 PARKING SCHEME UPDATE REPORT

64.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that provided an update on the progress of recent resident parking scheme consultations and requested approval for a range of proposals.

64.2 Councillor Wares referred to the concerns raised in the deputation received by the committee earlier in the meeting, particularly that action was taken based on a relatively low response rate to consultations. Councillor Wares stated that he believed the council needed to find a way to improve the response rate to provide greater assurance on the decisions it made.

64.3 Councillor Moonan stated that the parking scheme consultation process was one of the most resident led. The process began with petitions then three opportunities to be engaged as the process progressed. Councillor Moonan stated that a higher response rate would be welcome however, the council had to make decisions on the responses it received.

64.4 RESOLVED-

- 1) That Committee agrees that no changes are required in Zone B and Zone D (Match Day Parking).
- 2) That Committee approves that a new resident parking scheme (Light Touch Monday – Friday 10-11am & 5-6 pm) be considered within the Coombe Road area and that this proposal be progressed to the final design with the Traffic Order advertised to allow for further comment. All comments will be reported back to a further Environment, Transport & Sustainability Committee.
- 3) That Committee having taken account of all duly made representations and comments, agrees to proceed to the next stage of the detailed design for a Light Touch parking scheme within the South Portslade Area.
- 4) Agrees that the following Traffic Regulation Orders are approved for Freshfield Street/Queens Park Rise and the Top Triangle Area and proceed to the implementation stage:
 - BRIGHTON AND HOVE VARIOUS CONTROLLED PARKING ZONES CONSOLIDATION ORDER 2018 AMENDMENT ORDER NO.*201* (TRO-31-2019)
 - BRIGHTON AND HOVE VARIOUS CONTROLLED PARKING ZONES CONSOLIDATION ORDER 2018 AMENDMENT ORDER NO.*201* AMENDMENT ORDER NO.*201* (TRO-32-2019)

65 TRANSPORT FOR THE SOUTH EAST - RESPONSE TO CONSULTATION ON DRAFT TRANSPORT STRATEGY

65.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that set out the progress being made on supporting delivery of Transport for The

South East's (TfSE) draft Transport Strategy and sought retrospective approval of the council's formal response to the consultation on the draft Strategy.

65.2 Councillor West expressed his disappointment by the TfSE's aim for carbon neutrality by 2050 that was unambitious, too late and at odds with the council's own target. Councillor West stated his dissatisfaction that the TfSE was overly focussed on road schemes that was again, at odds with carbon neutrality targets. Councillor West stated that he could not endorse the response as it was to a flawed draft strategy.

65.3 The Assistant Director, City Transport explained that the strategy was focussed on regional movement and there was a strong emphasis on sustainability. Furthermore, the strategy did not fetter the ability of local authorities to set their own travel priorities.

65.4 Councillor West noted that active travel was not referenced at all in the draft strategy and there was a need to reduce and localise journeys.

65.5 Councillor Wares agreed with the concerns made and noted that there was a chance for officers to speak to the opposition spokespersons or brief them ahead of providing the response to the consultation.

65.6 The Chair proposed the following amendment to recommendation 2.2 as shown in bold italics and strikethrough:

2.2 That the Committee formally ~~agree~~ **note** the Consultation response set out in Appendix 1.

65.7 The Committee were in agreement with the proposal.

65.8 **RESOLVED-**

1) That the Committee note the progress being made on supporting delivery of Transport for The South East's Draft Transport Strategy

2) That the Committee formally note the Consultation response set out in Appendix 1.

66 CITY ENVIRONMENT MODERNISATION UPDATE

59.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that provided a progress update on the City Environment Modernisation programme.

59.2 Councillor Wares noted that the Modernisation programme had begun in July 2018 and at the time, the committee were informed that it would take two years to resolve the issues identified. Councillor Wares stated that 18 months on, many big issues were incomplete, and it was not acceptable for the service to be at a perpetual amber rating. Councillor Wares asked if the Operator's License was still in special measures and what actions could be undertaken to convert health and safety to a green rating given its critical importance. Furthermore, Councillor Wares asked why data collection on communal bins was rated as poor when the council were the holders of that information, when the correct paint would be available for community clean ups and what action was

being taken with Sussex Police to ensure prosecutions for graffiti were proportionate. Councillor Wares asked for an update on the current status of the proposed round restructure and gave details of an instance in his ward where a resident on an assisted collection service was not having their rubbish collected. Furthermore, Councillor Wares stated that there appeared to have been no benefit to bringing the environmental enforcement service in-house as enforcement activity was down and staff levels remained static.

- 59.3 The Executive Director, Economy, Environment & Culture stated that the City Environment management team had undertaken a great deal of good work laying the foundation for improvement and in managing change, new issues had arisen that required priority action meaning the modernisation programme had evolved. In relation to the Operator's License, the Executive Director, Economy, Environment & Culture stated that there was a need for vigilance until there was complete satisfaction that the council was compliant, and the progress made over the past 18 months had been very positive. With regard to health and safety, the Executive Director, Economy, Environment & Culture noted that there were many risks associated with operation of the service that meant that similarly, there was a need for absolute assurance that the council was fully compliant. The Executive Director, Economy, Environment & Culture explained that capacity within the health and safety team had been increased and a new governance structure within the Directorate where he chaired the Health & Safety Board. The Executive Director, Economy, Environment & Culture stated that the service would continue to tackle the issues in this area. With regard to fleet, the Executive Director, Economy, Environment & Culture noted that the committee had recently agreed to develop a Fleet Strategy and progress was being made.
- 59.4 The Head of Business Support & Projects explained that the scope of the modernisation programme had increased as new issues had been found undertaking the programme. One such issue related the query raised on communal bin data where it had been found that no such data existed, and extensive work was required to gather that data. In relation to feedback provided to Sussex Police and the individual case relating to assisted collection raised by Councillor Wares, the Head of Business Support & Projects stated that an update could be provided directly after the meeting. The Head of Business Support & Projects explained that the round restructure was going well and there would be an update provided to the March meeting of the committee. Feedback would be provided to the environment enforcement team in relation to the concerns raised on staffing levels however, these were difficult posts to recruit to.
- 59.5 Councillor Wares stated that it was important that the modernisation updates continued to be clear and candid however, it was important also that if there was some slippage in the modernisation programme then the committee members be reappraised of that.
- 59.6 Councillor West stated that there may be some benefit in presenting the modernisation update in the form of a performance management report, similar to those presented to the Audit & Standards Committee.
- 59.7 The Executive Director, Economy, Environment & Culture stated that it was unusual to report a modernisation update to a committee and he would be happy to speak to the committee members if potential changes to the report format would be required and beneficial.

59.8 **RESOLVED-** That the Committee notes the progress made through the City Environment Modernisation Programme.

67 BRIGHTON CHAMP (CHALK MANAGEMENT PARTNERSHIP) FOR WATER 2020 ONWARDS

67.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture that provided information on the Brighton Chalk Management Partnership (ChaMP) project, its proposed projects and plans for the next five years.

67.2 Councillor Brown asked if ChaMP were routinely consulted on major developments and specifically, on the proposed Toad's Hole Valley development.

67.3 The Assistant Director - City Development & Regeneration explained that ChaMP were not a statutory consultee. However, water cleanliness and water run-off were planning application matters and some of the ChaMP partners such as Southern Water and the Environment Agency would consider such matters as part of that process.

67.4 Councillor Wares welcomed the report that was a key element in managing nitro pollution and mitigating surface water flooding. Councillor Wares expressed concern that if the Shaping Climate Change Adaptive Places (SCAPE) project were to fail, that would negatively impact upon resident's perception of the benefit of potential ChaMP projects.

67.5 The Assistant Director - City Development & Regeneration explained that the plants used for the SCAPE project would be specifically chosen for their ability to clean water supplies.

67.6 In response, Councillor Wares confirmed that he was aware the plants would be chosen for a specific purpose. However, the visual presentation received on ChaMP had been very impressive and he hoped that could be shared more widely to offset any potential concerns relating to SCAPE.

67.7 RESOLVED-

1) That the Committee notes the information about ChaMP, its proposed projects and its plans for the next five years.

68 ITEMS REFERRED FOR FULL COUNCIL

68.1 No items were referred to Full Council for information.

The meeting concluded at 8.45pm

Signed

Chair

Dated this

day of

